Attendees: Samuel Louis, Linda Sheppard, Lurena Lee, Christine Haley Medina, Cathy ??, Paul Oppedisano, Rachel Tannenbaum
Date: June 8th, 2007
Re: Break out meeting for CLAS subcommittee Organizational Supports (OS):

First item of business was to fill out evaluation forms for the last meeting of the OS subcommittee.

Initially we responded to questions from attendees regarding the previous subcommittee meeting and subcommittee in general.   Christine Haley Medina asked the subcommittee about who we thought that we should be outreaching to.

Rachel: Disability groups (Hard of Hearing commission), Health Care For All?
Linda: Other state agencies
Lurena: Providers, Urban Edge
Catherine: Hospitals
Samuel: Hospitals, Willis Center
Paul: RFR writers at CHCs, human resources of vendors

Sam suggested we find a "tangible" outcome on the logic model related to our subcommittee in order to have focus on our activities. He suggested the RFR process as a good topic.

Linda/Cathy volunteered to bring in Denis Johnson to come in for one meeting (or possibly two) to discuss/present information about DPH standards and statistics compiled about race/ethnicity distribution at DPH.

There is a consensus among subcommittee members that DPH should be held to the same standards that we create for any potential vendors via RFR requirements.

Cathy volunteered to bring the Guidance Form(s) used in the RFR process for the subcommittee to review for completeness and consistency with CLAS Standards (she will ask Mary Beth and/or Christine for copy of form).

Action Items:
1) Review guidance form
2) Create standard requirements, chart work force, are broad standard verbage, consistent across forms (Mo3, Mo4, etc…)
3) Convert standards to questions possible and also important to create an expectation of answers/guidance to the responses to these questions. Remember: provider education. This should not burden providers.

Rachel volunteered to present the content of our discussions at today's meeting to the larger CLAS group.